

Lake Ballinger Estates Safety Committee SOP

Date Created: 03-25-2026. Date Initiated: 04-13-2026. SC.SOP-001. Version 1. Revised Date: 06-06-2026 KR

1. Purpose and Framework

1.1 Objective

This Safety Committee SOP establishes step-by-step practices for volunteer members to observe and report safety concerns, support safety education, and coordinate with the Board and Property Management in a way that is consistent with the Declaration, Bylaws, and House Rules.

1.2 Document Hierarchy

In all safety-related work, committee members apply the following order: (1) applicable statutes, (2) Declaration, (3) Survey Map and Plans, (4) Bylaws, (5) House Rules and Board policies. If there is a conflict, the Declaration and statutes control, followed by the Bylaws, and rules only supplement them.

2. Safety Observation and Reporting Process

2.1 Routine Walk-Throughs

- The committee may, but is not required to, schedule informal walk-throughs of common and limited common areas to note apparent, visible (to the common layperson) safety issues such as:
 - Lighting concerns, trip hazards, blocked emergency access, poor visibility, or slippery surfaces.
 - Conditions that may undermine obligations in Article 11 (common drives and walks, vehicle parking, signs, offensive activity, house rules) or Bylaws Article 6 (use of common elements without hindering others).
- These walk-throughs are informal visual reviews by lay volunteers and are not comprehensive inspections, code reviews, or certifications of safety.
- At least one member should carry a simple checklist (date, area, issue, photos if appropriate) to document observations for the committee file.

2.2 Triage and Prioritization

After each walk-through or reported concern, the committee classifies items as corresponding to the Work Order system nomenclature:

- HIGH: Emergency.
- MEDIUM: Urgent (e.g., water intrusion without active flooding, safety hazard).
- LOW: Routine.
- The terms '**High**', '**Medium**' and '**Low**' reflect only the Committee's good-faith lay judgment to help the Board and Property Management prioritize follow-up and **are not professional safety opinions.**
- The committee does not diagnose code compliance or structural sufficiency; if in doubt, classify higher and defer to Committee Chair and Property Management to obtain professional assessment.

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2.3 Communication to Board and Management

- For items discovered and perceived as '**Emergency**':
 - Notify the Board Chair and Property Management describing the condition, location, time observed.
 - The committee may **suggest/opine on possible temporary measures for Board/management consideration**, but any decisions about response actions are made by the Board, Property Management, or emergency responders.”
 - The committee does not contact contractors directly to order work unless the Board expressly directs this in writing for a specific task.

3. Supporting Emergency Preparedness

3.1 Information and Checklists

- When requested by the Board, the committee may draft:
 - Building-specific safety reminders (e.g., keeping common stairways and exits clear, not storing items in common halls or utility areas) in line with Declaration Articles 6, 11, 19 and Bylaws Article 6.
 - Unit-level preparedness tips for owners and residents (flashlights, medication lists, contact information, awareness of parking and drive layouts for emergency vehicles), clearly marked as informational, not mandatory.

3.2 Emergency Events and Follow-up

- During or immediately after an emergency (fire, major leak, storm event) and considering if a Safety Committee member is present, the committee:
 - Defers to emergency responders, the Board, management, and any professional contractors on scene.
 - May assist the Board and Property Management when asked, by gathering resident feedback or noting issues that interfered with safe response (blocked drives, unclear addresses, poor lighting) **for later review**.
 - Any such assistance is limited to fact-gathering and observations; the Committee does not make or implement emergency-response decisions

4. Safety Education and Owner Engagement

4.1 Safety Messaging

- Any safety messaging prepared by the committee (e.g., pool-safety reminders, winter-walk tips, parking/visibility guidance) must:
 - Reference relevant provisions (such as Declaration Article 11.3–11.4 on parking and common drives and walks, insurance provisions in Articles 13–14, and Bylaws Article 6 owner obligations).
 - Avoid language that creates new rules or obligations; instead, restate and highlight existing rules and Board policies.

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- Drafts are sent to the Board by the Committee Chair or designee (and Property Management if necessary) for review and final approval before distribution.
- All safety messaging is informational only and does not alter or expand any person's legal rights or obligations.

4.2 Owner Feedback

- Safety-related feedback received by committee members (concerns about lighting, trip hazards, speeding, pool behavior, etc.) is:
 - Logged with date, unit/area (noting privacy), and summary of the concern.
 - Reported to the Board and Property Management with any committee observations or context, without attempting to resolve disputes or interpret liability.

5. Boundaries and Escalation

5.1 What the Committee Does Not Do

- Does not enforce rules, issue warnings, impose fines, or restrict access to amenities; those functions belong to the Board, applying Declaration Articles 11, 13, 16 and any House Rules enforcement procedures.
- Does not promise specific outcomes, timelines, or costs for repairs or capital projects.
- Does not speak to vendors, insurers, or government agencies as the voice of the Association unless specifically authorized in writing by the Board for a limited purpose.

5.2 Escalation Path

- Conditions that appear to:
 - Present immediate danger to life or property should first be reported to emergency services (911) by any person on site, then to Property Management/Board as practical.
 - Affect the Association's insurance or compliance (e.g., repeated unsafe behaviors in the pool or common drives) should be promptly flagged in writing to the Board and Property Management for possible enforcement or consultation with counsel or the insurance broker.
 - Nothing in this SOP creates an obligation for Committee members to be present, to respond, or to take any particular action during an emergency.

6. Meetings, Records, and Conduct

6.1 Meeting Rhythm and Records

- The committee meets as needed, at least periodically, with an annual goal of reviewing prior safety efforts, open items, and new priorities for the coming year.

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- The Chair or designee prepares a short written summary after each meeting: date, attendees, key issues, and agreed next steps; The summary is presented at the following Board Meeting.

6.2 Conduct Expectations

- Members follow the same Standards of Conduct as in the Safety Committee Charter, including acting in the best interests of the Association and modeling compliance with safety-related rules.
- Members avoid argumentative conversations about enforcement; instead, they calmly refer owners and residents to management or the Board for formal complaints or enforcement questions.

Qualification/Caveat:

The Safety Committee is explicitly and advisory role, no duty to inspect, guarantee of safety for persons. Members are not liable for any injury, damage, or loss from any safety condition, regardless of whether it is reported, recognized, or corrected.

All persons, homeowners or not, remain responsible for their own safety and for complying with all laws, codes, and the Governing Documents.
